

# Reports Manual

Version 1.0

June 1, 2012

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# Overview

## <u>Overview</u>

Integrated System (IS) and Internet Reports are used to reconcile claims submitted for specialty mental health services provided to Medi-Cal beneficiaries. This guide will serve as a tour of the commonly used reports to facilitate the reconciliation process.

There are two types of reports: IS and Internet Reports. IS Reports are found directly on the IS while the Internet Reports are located outside of the IS.

# How to Log-on to the Integrated System

## **How to Log-on to the Integrated System**

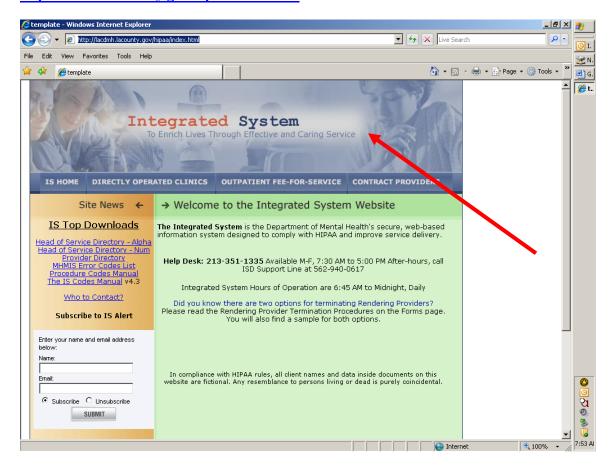
# **Integrated System (IS)**

Log-on Procedures for RSA SecurID card Users

#### **Internet Address:**

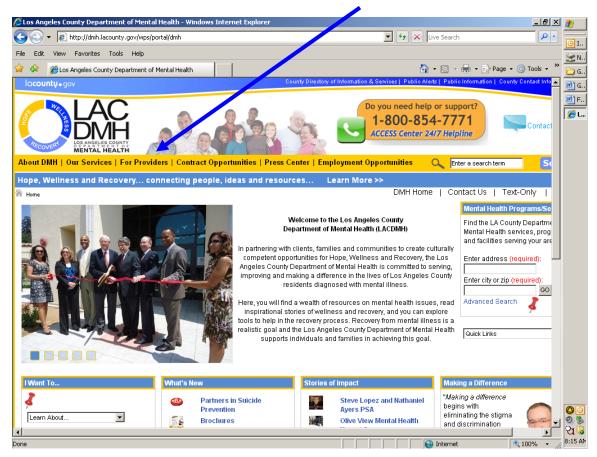
The direct route to the Integrated System is via the following website:

http://lacdmh.lacounty.gov/hipaa/index.html



Click in the area that says Integrated System.

Another way to access the Integrated System is via the DMH Home page.



Highlight the "For Providers" link.

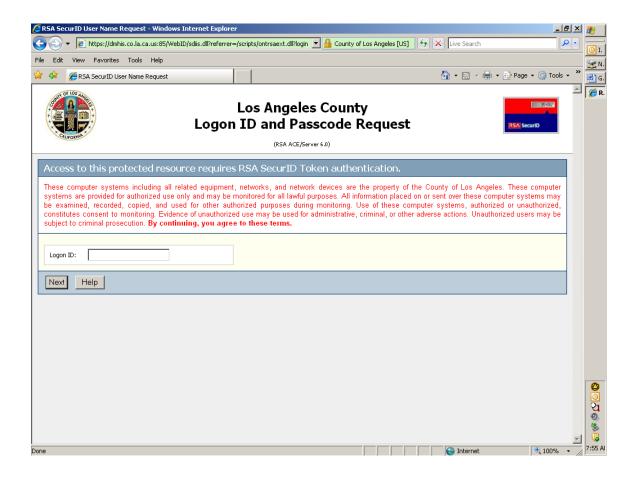


Select the "Integrated System" link from the Administrative Tools menu.

The following screen will appear.



Click in the section that says "Integrated System. The following screen will appear.



#### Log-on ID:

This will be the Provider's "C' number. Log-in will consist of a "C" and six-digits. (Example: C######)

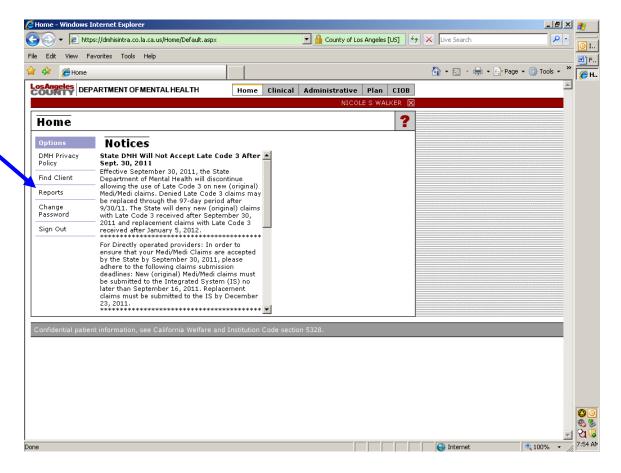
#### Passcode:

Your Passcode consists of your PIN followed by the displayed token code. This unique code plus the user's PIN is the one-time Passcode that is required for system entry.

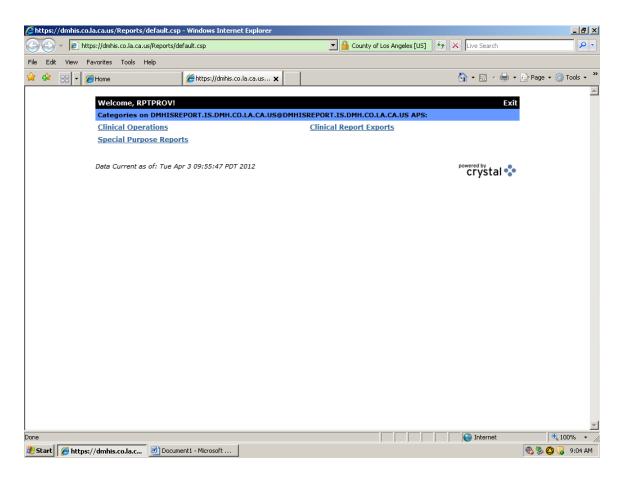
After the initial log-in, the passcode will be: the PIN + the numbers on the SecurID card. (Example: PIN = #### + SecurID Card number = 234567; passcode = ####234567)

If you have any questions regarding the log-on process, please call the DMH Help Desk at (213) 351-1335.

Once you have logged in, the following screen will appear.



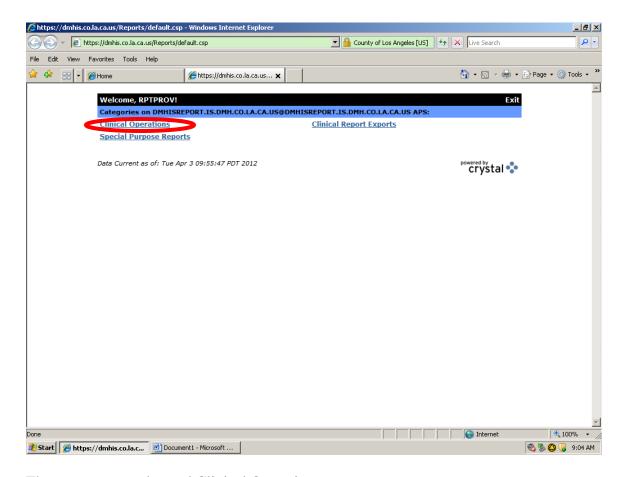
To get started with the reports, click on the Reports link.



Providers/Billers have access to two different types of reports: Clinical Operations and Clinical Report Exports.

Clinical Operations reports are classified as status or reconciliation reports that can be formatted to a PDF file.

Clinical Report Exports are also reconciliation reports, but they have the availability of being exported to a Microsoft Excel spreadsheet for easier manipulation.



The most commonly used Clinical Operations reports are:

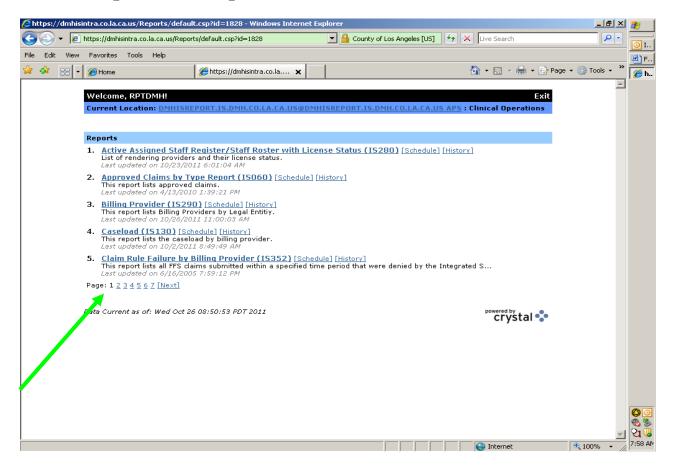
IS280 – Active Assigned Staff Register/Staff Roster with License Status

IS010 – Claim Status Detail Report

IS704 – FFS2 Claim Status Detail Report

IS702 – Payer Denied Claims

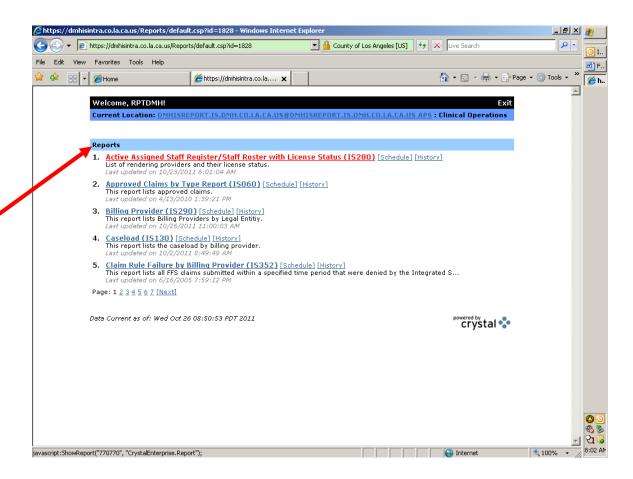
# **Clinical Operations Reports**



The IS280 can be found on page 1. This report lists rendering providers and their license status.

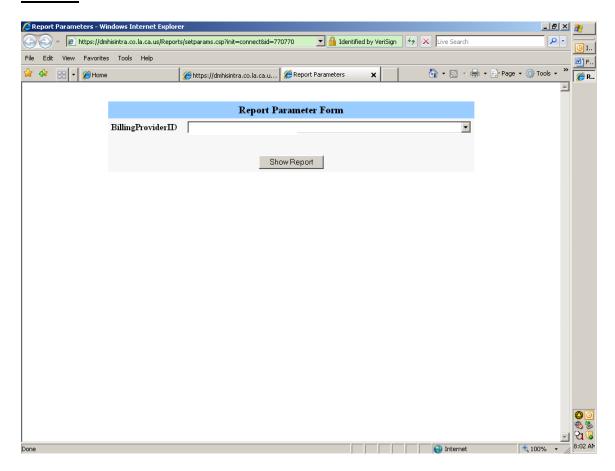
When reading this report you will be able to determine when you need to re-credential with DMH and/or renew your medical and DEA licenses. For group providers, this will provide licensure information for your rendering providers.

This report is not available for organizational providers.



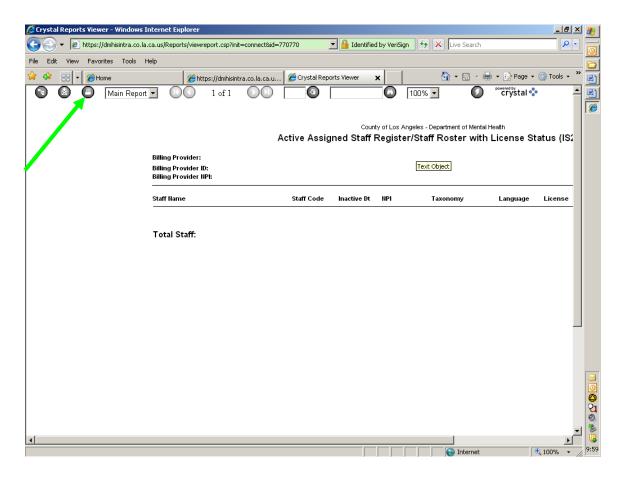
Click on the link to access the Report Parameter Form.

# **IS 280**



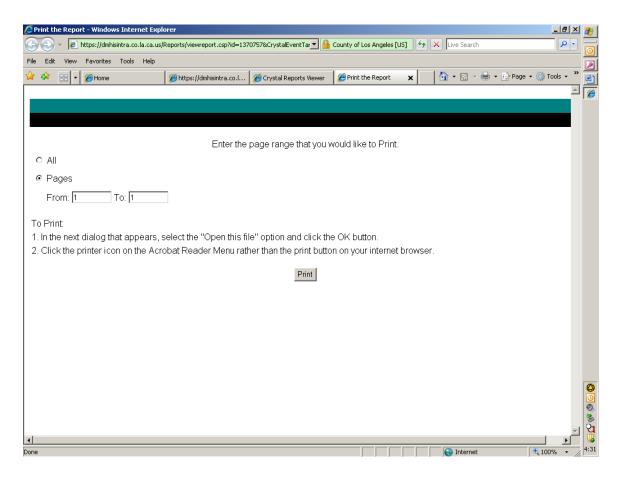
For providers/billers, this pull down menu will have the providers associated to your designated SecurID card.

Select the provider of your choice, then click "Show Report."

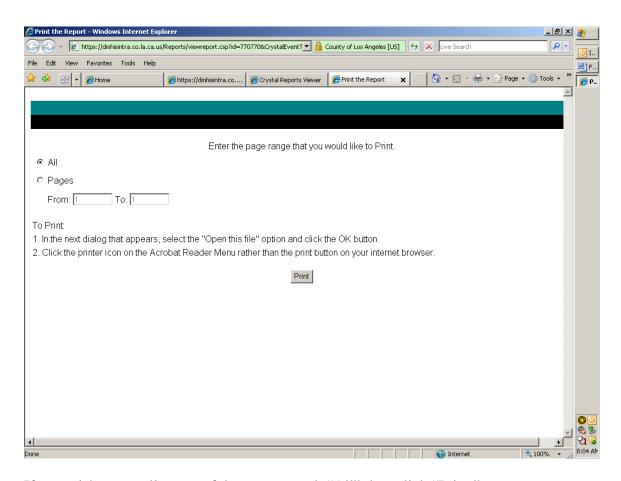


This is how the report is initially displayed.

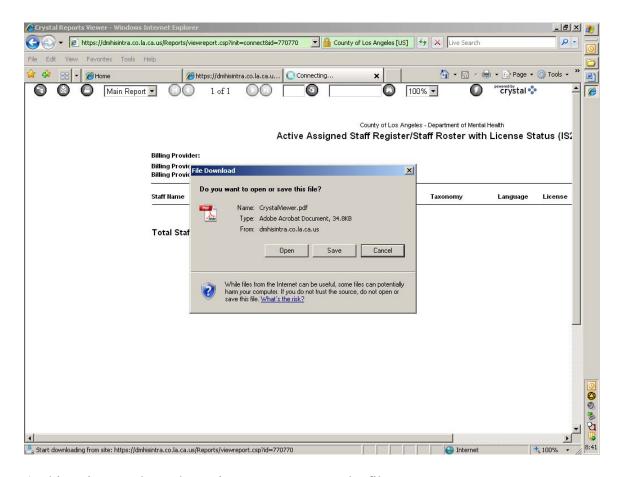
To view the report in PDF format, click the icon that resembles a printer.



The page is defaulted with the button in the "Pages" location. This allows you to select particular pages at a time instead of viewing the whole report.

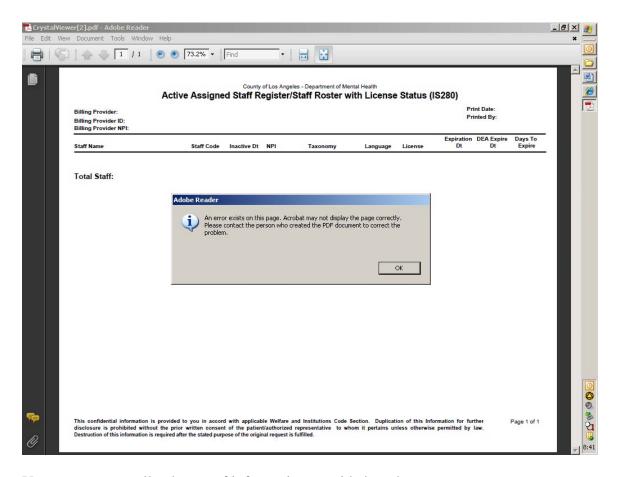


If you wish to see all pages of the report, mark "All" then click "Print."



At this point, you have the option to open or save the file.

To view in PDF, click on Open.

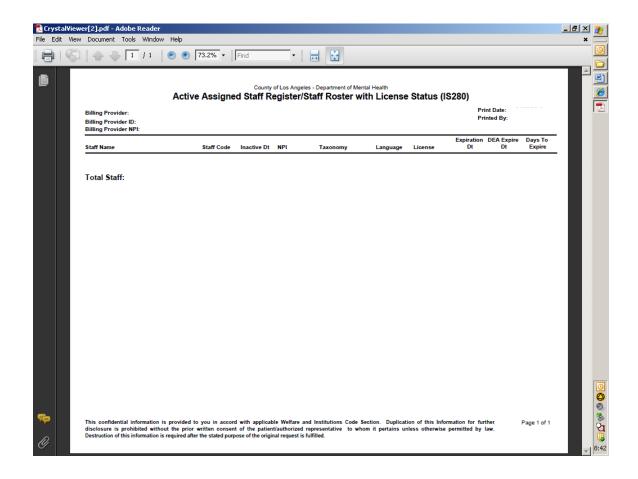


You can now see all columns of information provided on the report.

#### The pop-up box:

"An error exists on this page. Acrobat may not display the page correctly. Please contact the person who created the PDF document to correct the problem."

This box always comes up on any report ran and put into PDF format. Click on OK and continue viewing.



For this particular report, you will see the following information:

**Billing provider**: The name of the provider **Billing Provider ID**: The provider's FFS ID

Billing Provider NPI: The provider's assigned NPI

Print Date: Date report was printed/viewed

**Printed By**: Name of the person printing/viewing the report

**Staff Name**: The name of the rendering provider(s)

**Inactive Dt**: The date the rendering provider becomes inactive to provide services

**NPI**: The rendering provider's NPI

**Taxonomy**: The rendering provider's taxonomy

**Language:** The language the rendering provider speaks (if provided)

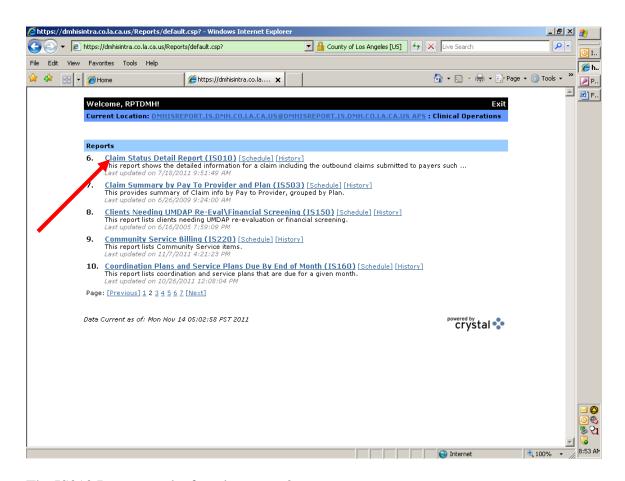
**License**: The license number assigned to the rendering provider

**Expiration Dt**: The expiration of the rendering provider's medical license

**DEA Expire Dt**: The expiration of the rendering provider's DEA license (if applicable)

**Days to Expire**: The number of days until the rendering provider's medical license expires

If there are any discrepancies, contact Provider Relations at (213) 738-3311.

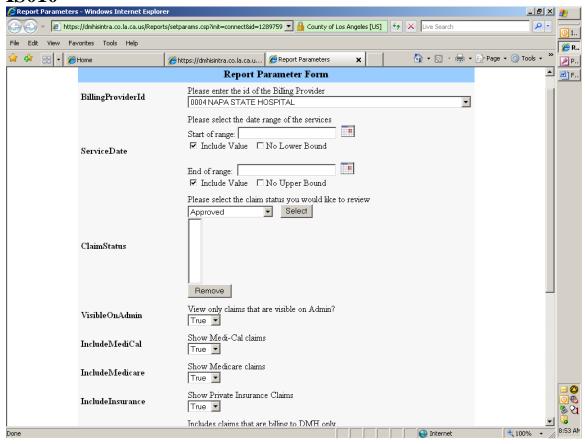


The IS010 Report can be found on page 2.

This report provides claim line detail information for the claims that you or your biller has submitted. It details if claims have been approved for payment (approved/forwarded), denied for resubmission (denied) or awaiting processing (pending).

This also gives information on claims denied by the State. Once you see claims denied with STATE 125, you will then use the IS702 report for specifics on the denial. These denials also show on the 706A Internet Reports as "MC Denied."

#### **IS010**



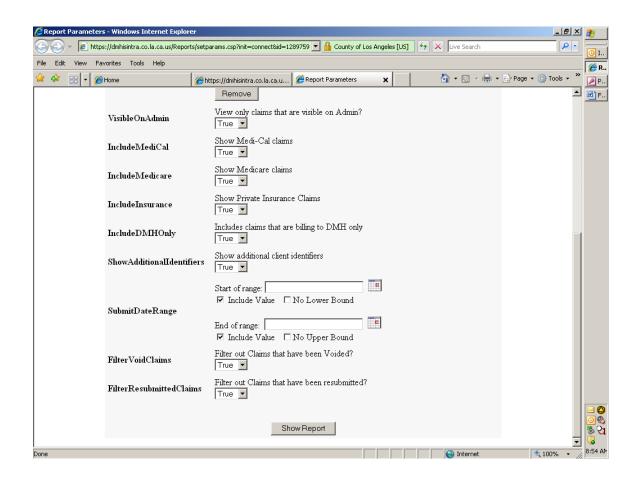
In order to run this report, the important information to enter is:

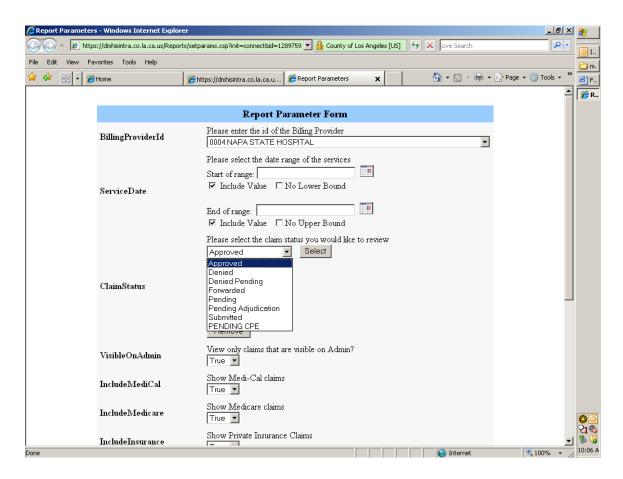
#### BillingProviderId – Select the provider

**ServiceDate** - This is a span of time for which services were rendered. For example, you are researching claim status for dates of service between May and June 2011. Start of range will be May 1, 2011 and end of range will be June 30, 2011.

**ClaimStatus**: Allows the system to search and provide information based n the statuses selected

SubmitDate: This is a span of time for which claims were entered into the system. For example, you submitted claims in the month of March but do not remember the specific date. Start range will be March 1, 2011 and end of range March 31, 2011. If you have a specific date, for example, March 5, 2011, that date will go in both start and end of range fields. (This field is displayed on the next page)





This screenshot shows the different types of claim statuses available to select from.

To select claim statuses, use the pull down menu to select a status, then click Select so the status appears in the claim status box.

**Approved** – adjudicated by DMH and State for payment

**Denied** – denied at the County level typically; STATE 125 denials are from the State; resubmission for County or State denials may be necessary

**Denied Pending** – not applicable

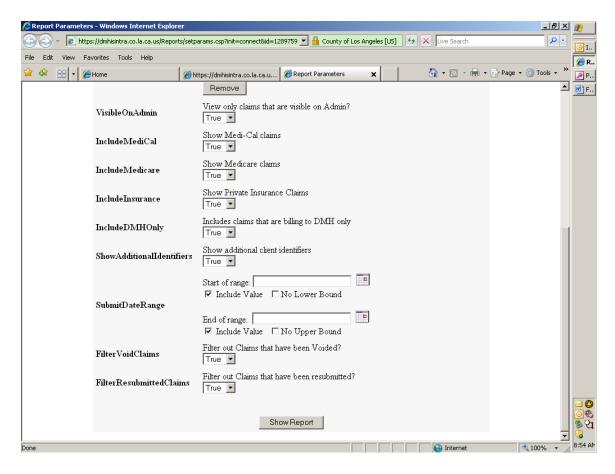
**Forwarded** – claims are at the State level awaiting adjudication for denial or payment

**Pending** – claims are adjudicated by DMH for denial or payment

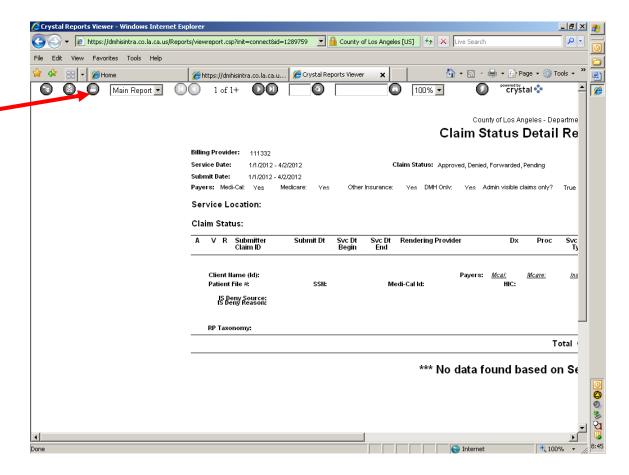
**Pending Adjudication** – not applicable

**Submitted** – claims entered into the system that may have not completed the process through the IS adjudication process

**PENDING CPE** – not applicable

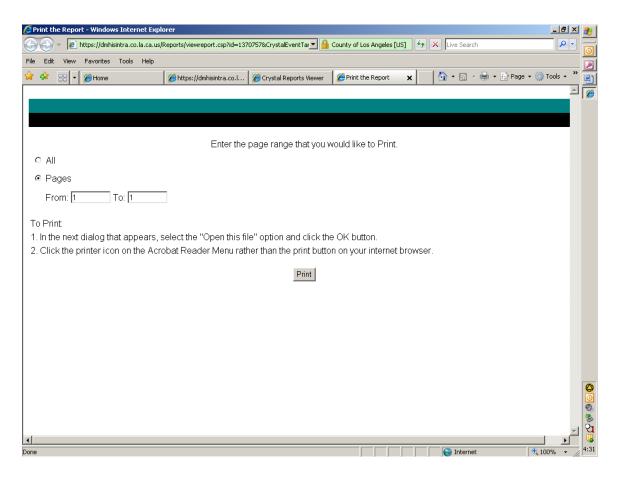


Once all information has been entered, click "Show Report" to run the report.

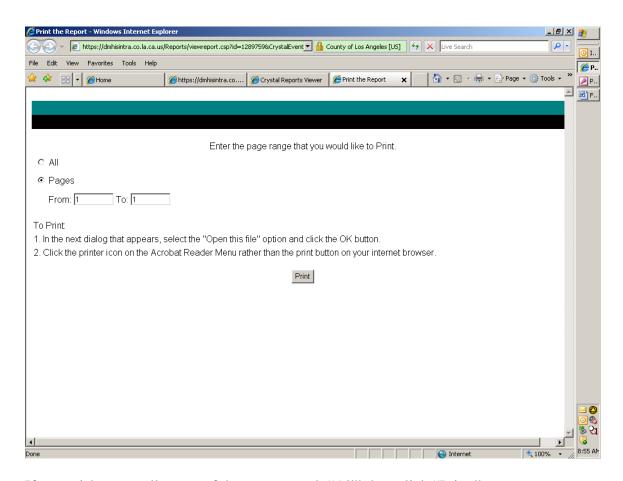


This is how the report initially displays.

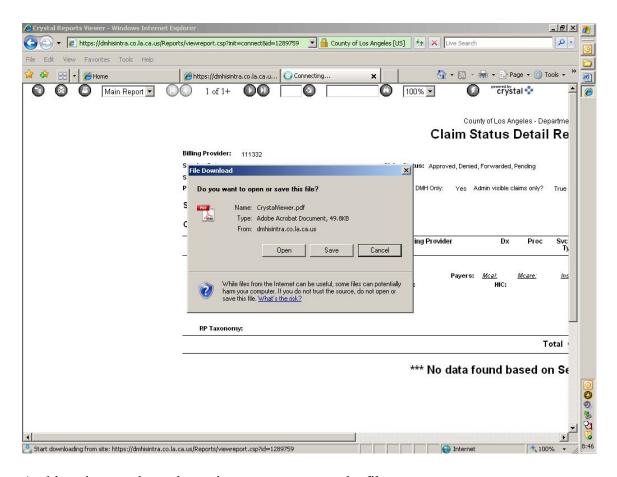
To view the report in PDF format, click the icon that resembles a printer.



The page is defaulted with the button in the "Pages" location. This allows you to select particular pages at a time instead of viewing the whole report.

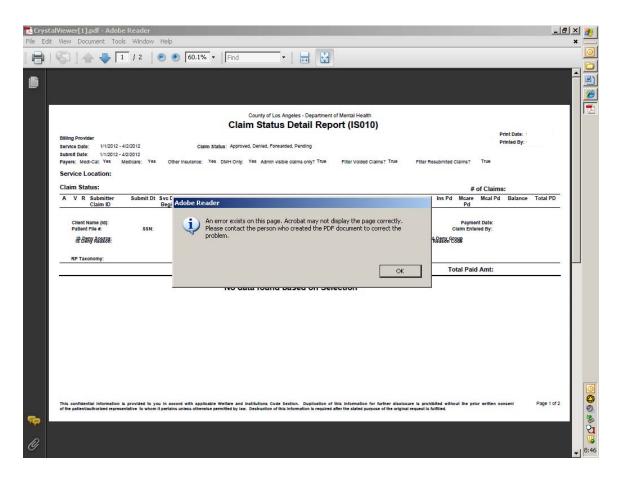


If you wish to see all pages of the report, mark "All" then click "Print."



At this point, you have the option to open or save the file.

To view in PDF, click on Open.

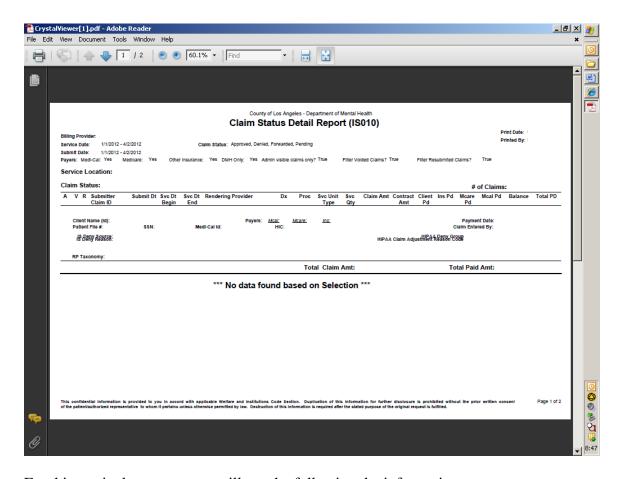


You can now see all columns of information provided on the report.

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For this particular report, you will see the following the information:

Billing Provider: Name of the provider

**Service Date**: The range of dates you entered on the report parameter form

**Submit Date**: The range of dates you entered on the report parameter form

Claim Status: The list of statuses you requested on the report parameter form

**Print Date**: The day the report was printed/viewed

Printed By: The name of the person who printed/viewed the report

**Service Location**: Name of the provider (provider's bill-to/pay-to ID)

Claim Status: denotes what status you are currently viewing

Submitter Claim ID: Claim ID sent on the inbound claim

**Rendering provider**: name of provider who rendered services

Submit Dt Begin: date claim was submitted for adjudication

Client Name (ID): name of the client receiving services (DMH ID)

Medi-Cal ID: client's Medi-Cal CIN

**Dx**: diagnosis code entered on the claim

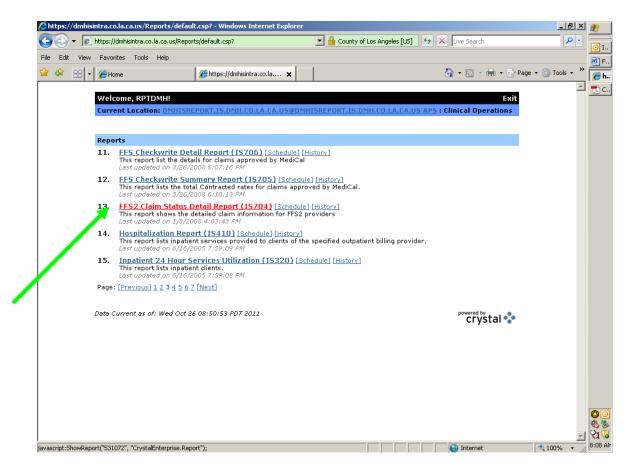
**Proc**: procedure code entered on the claim

Svc Unit Type: selection of units or minutes on the claim

Svc Qty: # of minutes or units entered on the claim

Total PD: contracted amount

Claim Entered By: person who submitted the claim

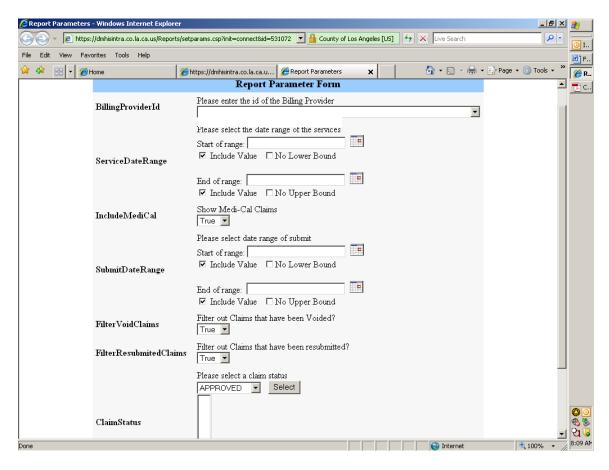


The IS704 report is located on page 3.

This report provides claim line detail information for the claims that you or your biller has submitted. It details if claims have been approved for payment (approved/forwarded), denied for resubmission (denied) or awaiting processing (pending).

This report also gives information on claims denied by the State. Once you see claims denied with STATE 125, you will then use the IS702 report for specifics on the denial. These denials also show on the 706A Internet Report as "MC Denied."

### **IS 704**



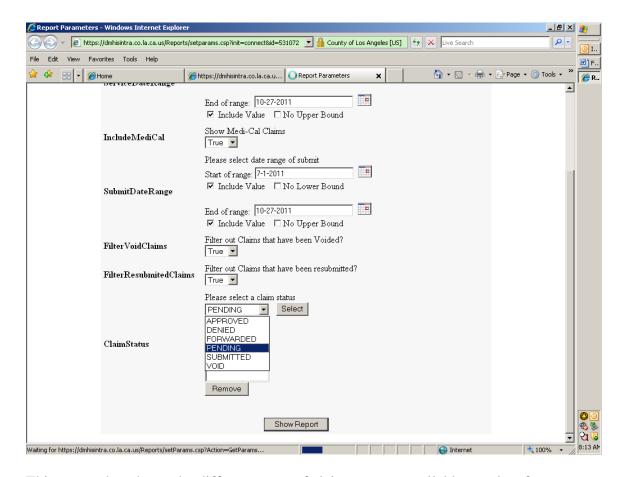
For this particular report, you will see the following information (only the following are required):

Billing Provider Id: Select the provider

**ServiceDateRange**: This is a span of time for which services were rendered. For example, you are researching claim status for dates of service between May and June 2011. Start of range will be May 1, 2011 and end of range will be June 30, 2011.

SubmitDateRange: This is a span of time for which claims were entered into the system. For example, you submitted claims in the month of March but do not remember the specific date. Start range will be March 1, 2011 and end of range March 31, 2011. If you have a specific date, for example, March 5, 2011, that date will go in both start and end of range fields.

**ClaimStatus**: Allows the system to search and provide information based n the statuses selected



This screenshot shows the different types of claim statuses available to select from.

To select claim statuses, use the pull down menu to select a status, then click Select so the status appears in the claim status box.

**Approved** – adjudicated by DMH and State for payment

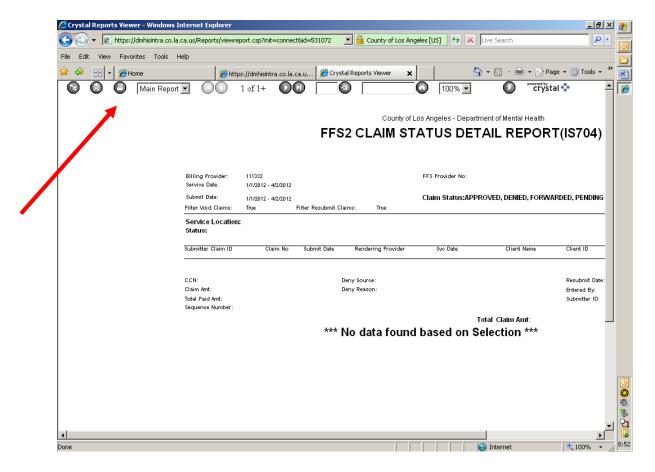
**Denied** – denied at the County level typically; STATE 125 denials are from the State; resubmission of County or State denials may be necessary

**Forwarded** – claims are at the State level awaiting adjudication for denial or payment

**Pending** – claims are adjudicated by DMH for denial or payment

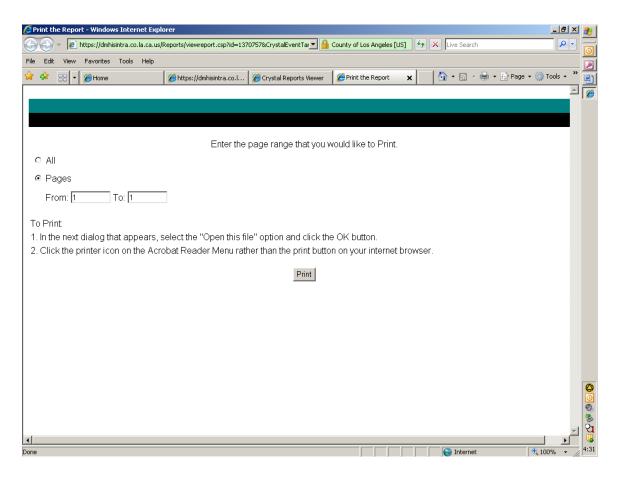
**Submitted** – claims entered into the system that may have not completed the process through the IS adjudication process

**Void** – not applicable

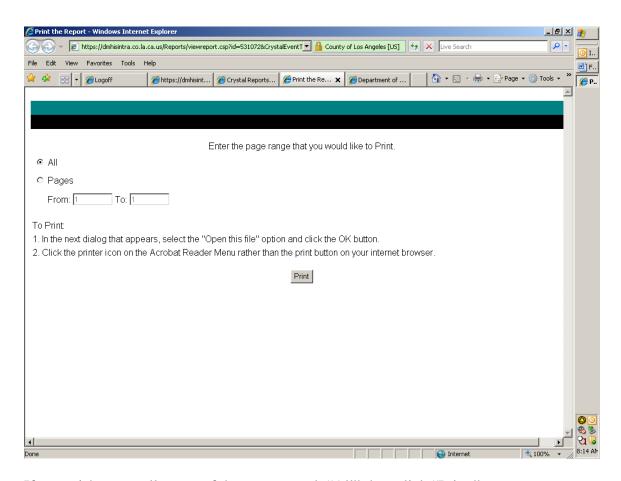


This is how the report initially displays.

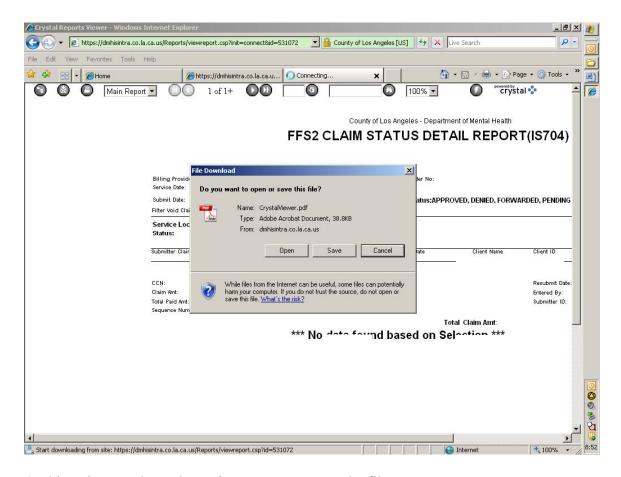
To view the report in PDF format, click the icon that resembles a printer.



The page is defaulted with the button in the "Pages" location. If you wish to select particular pages, this allows you to

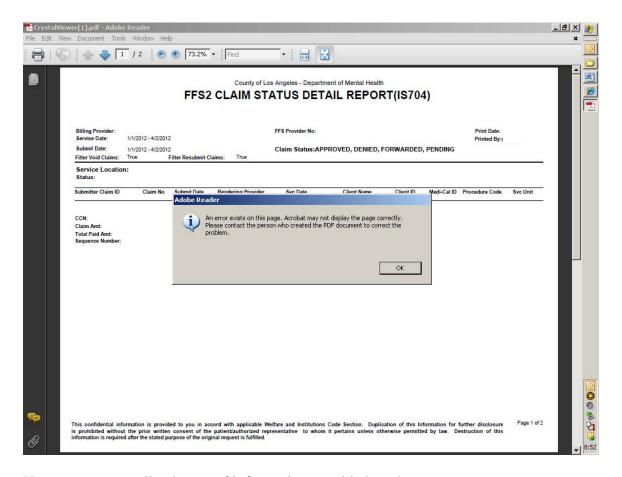


If you wish to see all pages of the report, mark "All" then click "Print."



At this point, you have the option to open or save the file.

To view in PDF, click on Open.

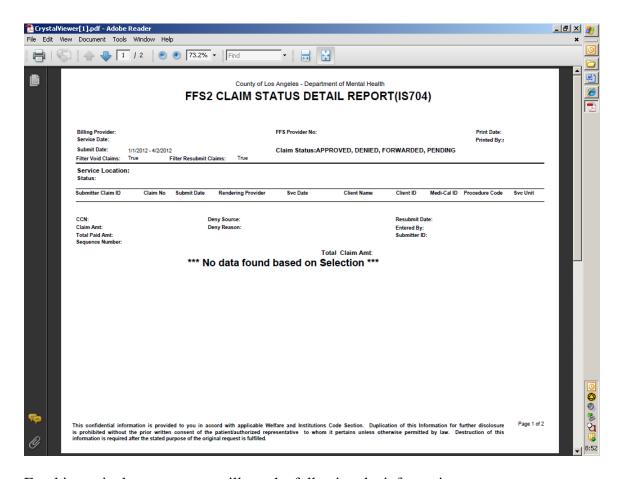


You can now see all columns of information provided on the report.

### The pop-up box:

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For this particular report, you will see the following the information:

Billing Provider: Name of the provider

**FFS Provider No**: Provider number associated with the billing provider named above

**Service Date**: The range of dates you entered on the report parameter form

**Submit Date**: The range of dates you entered on the report parameter form

**Claim Status:** The list of statuses you requested on the report parameter form

**Print Date**: The day the report was printed/viewed

Printed By: The name of the person who printed/viewed the report

**Service Location**: Name of the provider

**Status**: denotes what status you are currently viewing

Submitter Claim ID: Claim ID sent on the inbound claim

Claim No: IS internal ID for an inbound claim

Submit Date: date claim was submitted for adjudication

Rendering provider: name of provider who rendered services

Svc Date: date services were rendered

**Client Name**: name of the client receiving services

Medi-Cal ID: client's Medi-Cal CIN

**Procedure Code**: procedure code entered on the claim

Svc Unit: number of minutes entered on the claim

**CCN**: claim control number

**Claim Amt**: amount entered on the claims

Total Paid Amt: contracted amount

**Sequence Number**: check reference number; only applicable on Approved claims

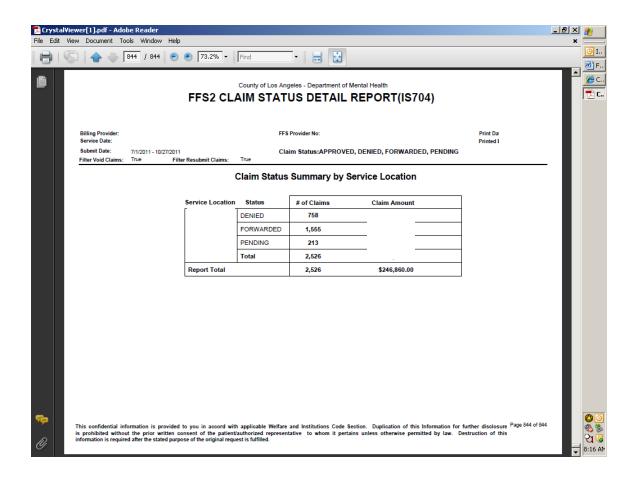
**Deny Source**: source that identified the denial (IS, DMH, State)

**Deny Reason**: reason for the denial

Entered By: person who submitted the claim

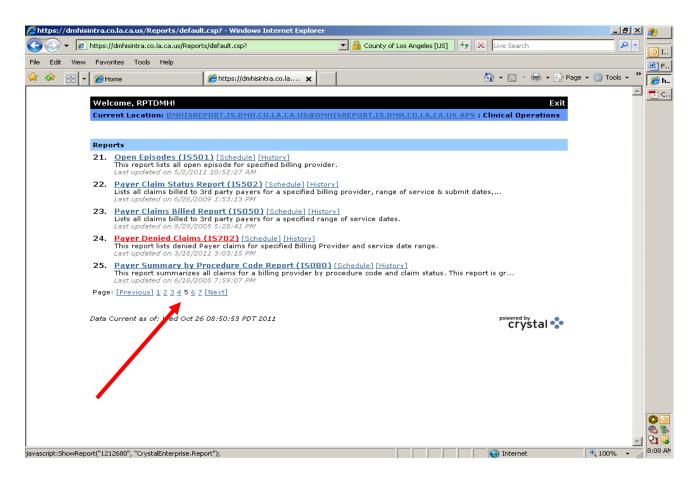
Submitter ID: ID number associated to the person who submitted the claim

To manipulate the data into another format, try running an IS707 report from the Clinical Reports Exports category.



This page is a summary of the number of claims and claiming amount per claim status.

**Please note:** Claim amount may not reflect the actual amount that will be reimbursed as claims may not be submitted with the appropriate contracted amount.

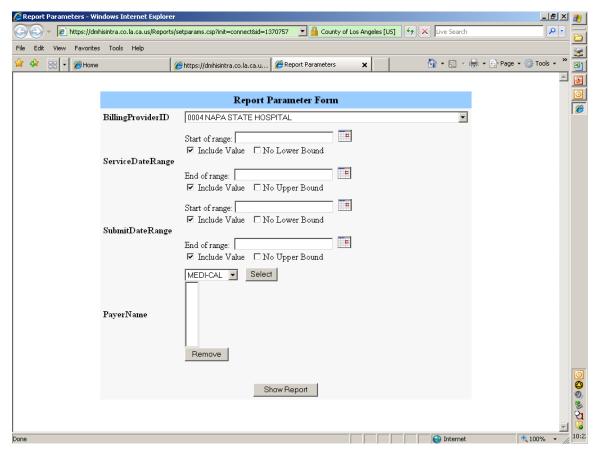


The IS702 Report is located on page 5.

This report provides a summary of claims denied by the State.

After gathering information from the IS704 on claims denied with STATE 125, you can run the IS702 to get specific details on the claims. These claims also show on the 706A Internet Reports as "MC Denied."

## **IS 702**



For this particular report, you will see the following information (only the following are required):

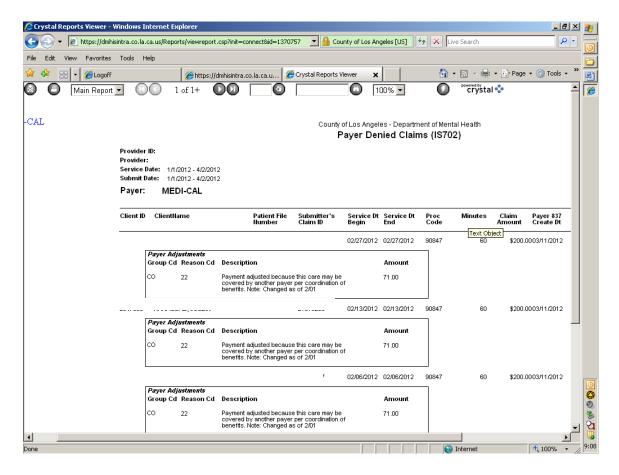
### Billing Provider ID: Select the provider

**ServiceDateRange**: This is a span of time for which services were rendered. For example, you are researching claim status for dates of service between May and June 2011. Start of range will be May 1, 2011 and end of range will be June 30, 2011.

**SubmitDateRange**: This is a span of time for which claims were entered into the system. For example, you submitted claims in the month of March but do not remember the specific date. Start range will be March 1, 2011 and end of range March 31, 2011. If you have a specific date, for example, March 5, 2011, that date will go in both start and end of range fields.

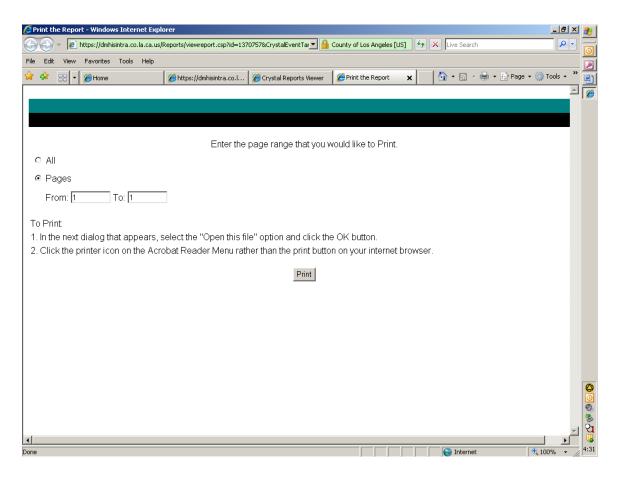
**PayerName:** Medi-Cal should be the only thing entered in this box.

To select Medi-Cal, as it is already defaulted, just click Select so that it appears in the PayerName box.

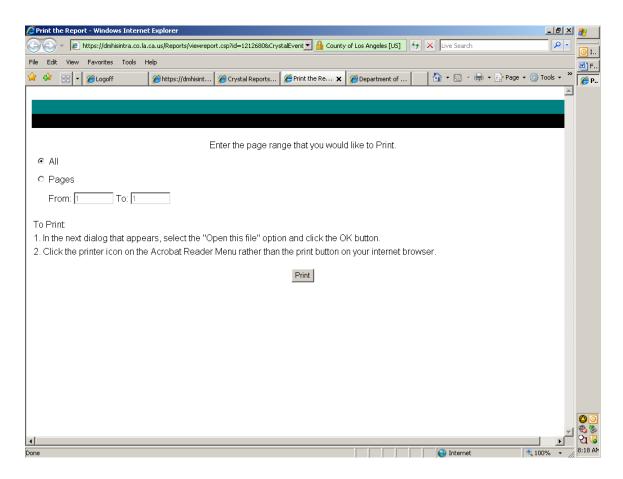


This is how the report initially displays.

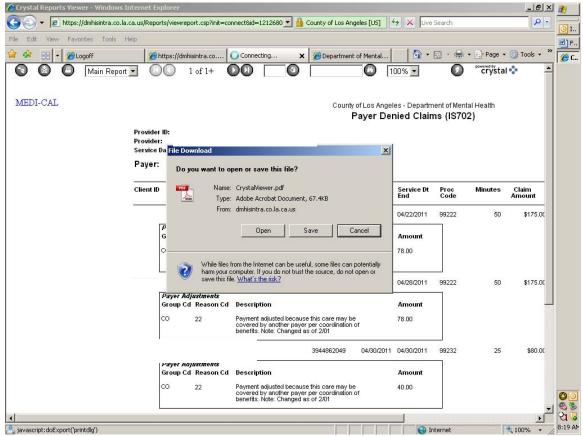
To view the report in PDF format, click on the icon that resembles a printer.



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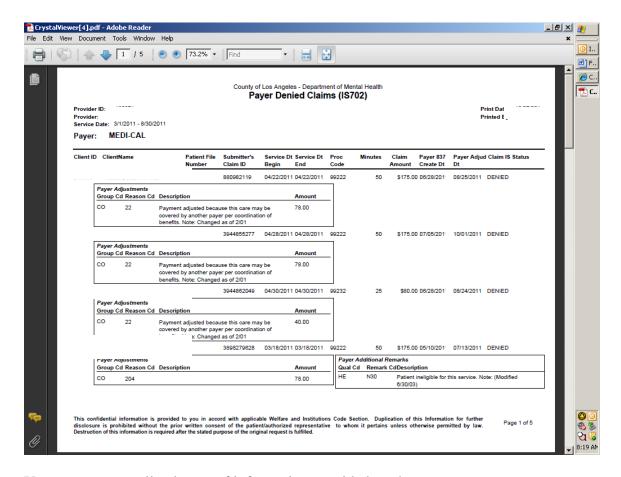


If you wish to see all pages of the report, mark "All" then click "Print."



At this point, you have the option to open or save the file.

To view in PDF, click on Open.



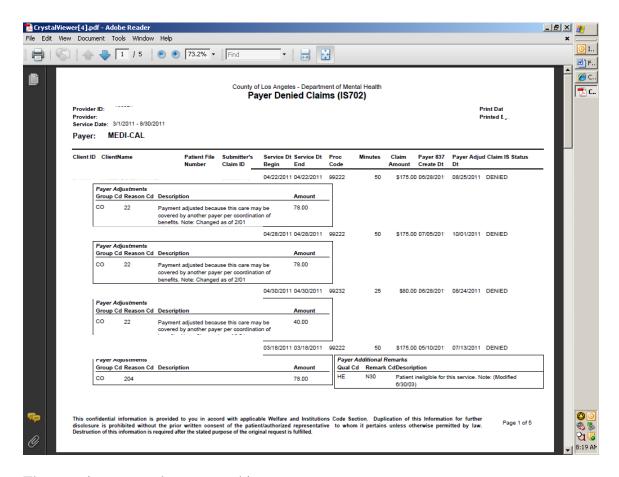
You can now see all columns of information provided on the report.

#### The pop-up box:

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This box always comes up on any report ran and put into PDF format. Click on OK and continue viewing.

Please note: The pop-up box may not show up on the initial page of the report.

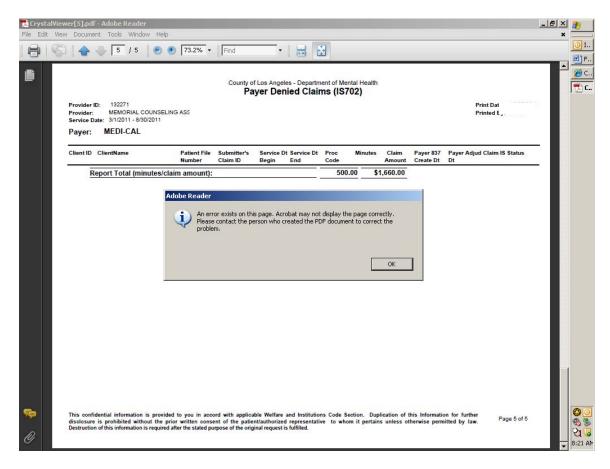


The most important elements on this screen are:

**ClientName** – Client name: last name first, first name last

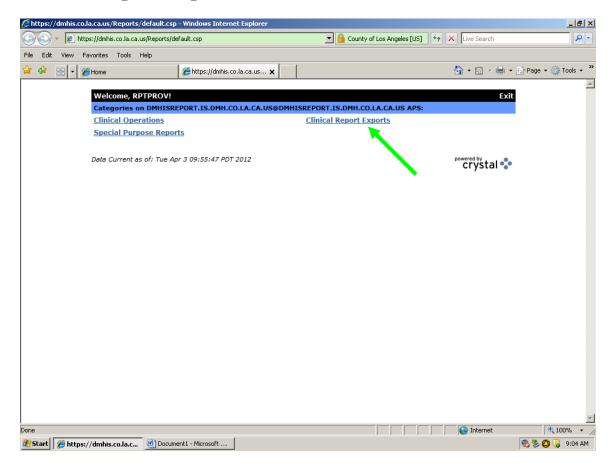
**ServiceDt Begin** – The date services were rendered

**Payer Adjustments Description** – Specific information as to why the claim was denied **Payer Additional Remarks Description** – This may arise when there is more than one reason for the denial



This page shows a summary of the number of minutes claimed versus the total amount submitted for these State denied claims.

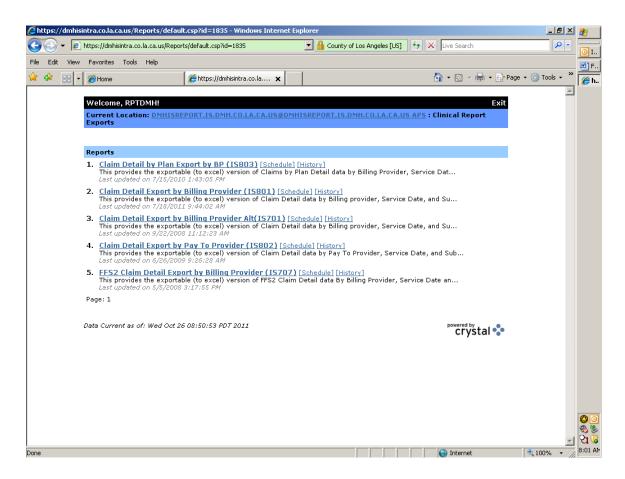
## **Clinical Report Exports**



Clinical Report Exports are reports that can be exported into Excel files and manipulated by the individual's preference.

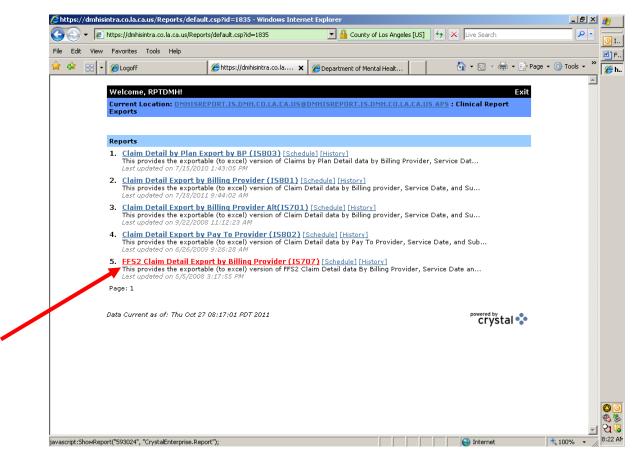
The most commonly used Clinical Report Export is the IS707.

This report contains the same claim line detail information as the IS010 and IS704 reports, but it can be exported into a manipulative spreadsheet. Anything denoted with STATE 125 will also show on the IS702 and on the 706A Internet Reports as "MC Denied."



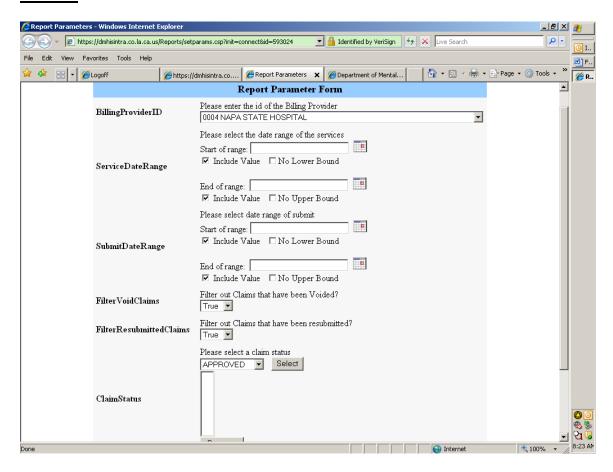
The IS707 can be found at the bottom of the page.

This report is similar to the IS704 report with the exception it can be read in spreadsheet format.



Click on the link to access the Report Parameter Form.

### **IS 707**



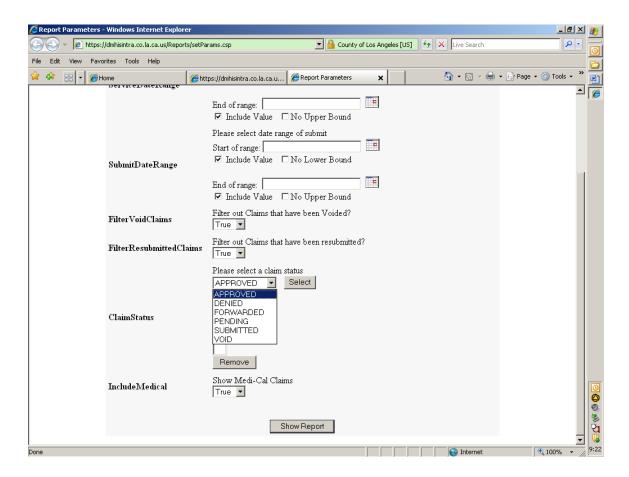
For this particular report, you will see the following information (only the following are required):

### Billing Provider ID: Select the provider

**ServiceDateRange**: This is a span of time for which services were rendered. For example, you are researching claim status for dates of service between May and June 2011. Start of range will be May 1, 2011 and end of range will be June 30, 2011.

SubmitDateRange: This is a span of time for which claims were entered into the system. For example, you submitted claims in the month of March but do not remember the specific date. Start range will be March 1, 2011 and end of range March 31, 2011. If you have a specific date, for example, March 5, 2011, that date will go in both start and end of range fields.

**ClaimStatus**: Allows the system to search and provide information based n the statuses selected



This screenshot shows the different types of claim statuses available to select from.

To select claim statuses, use the pull down menu to select a status, then click Select so the status appears in the claim status box.

**Approved** – adjudicated by DMH and State for payment

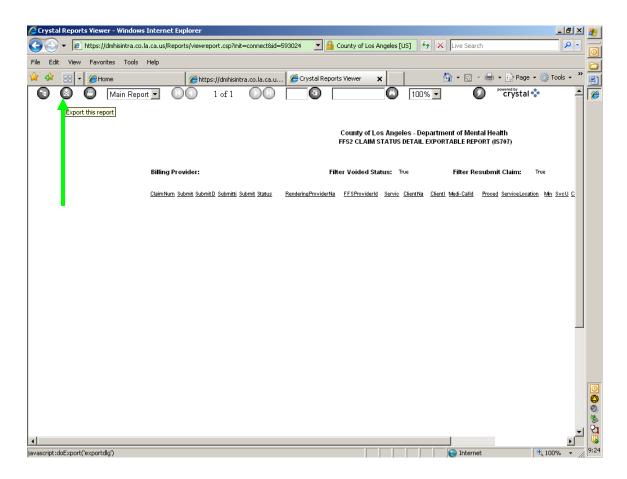
**Denied** – denied at the County level typically; STATE 125 denials are from the State; resubmission for County or State denials may be necessary

**Forwarded** – claims are at the State level awaiting adjudication for denial or payment

**Pending** – claims are adjudicated by DMH for denial or payment

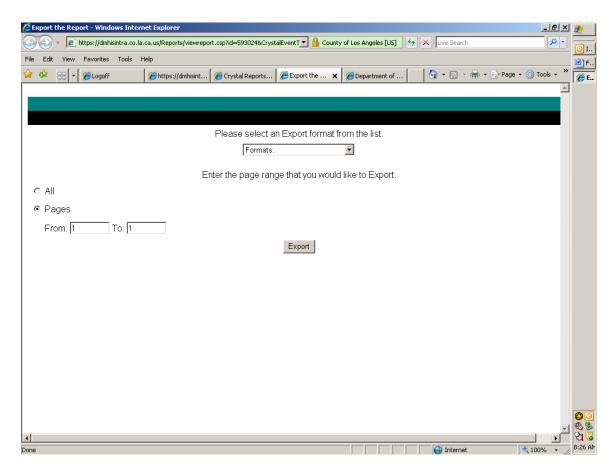
**Submitted** – claims entered into the system that may have not completed the process through the IS adjudication process

**Void** – not applicable

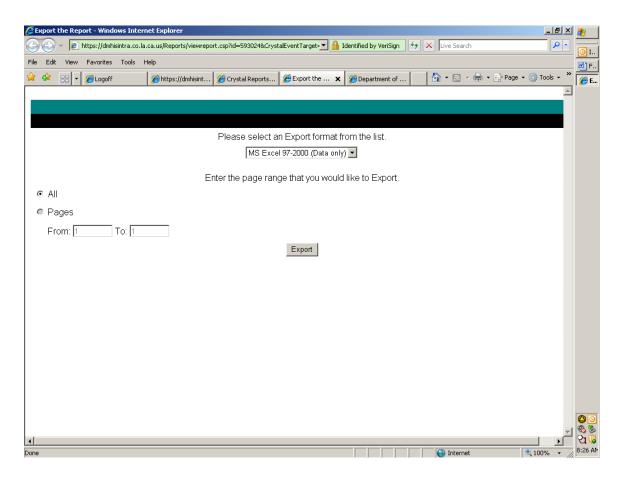


This is how the report initially displays.

To export the report into a Microsoft Excel spreadsheet, click the icon located by the green arrow. As you will notice, it says "Export this report."

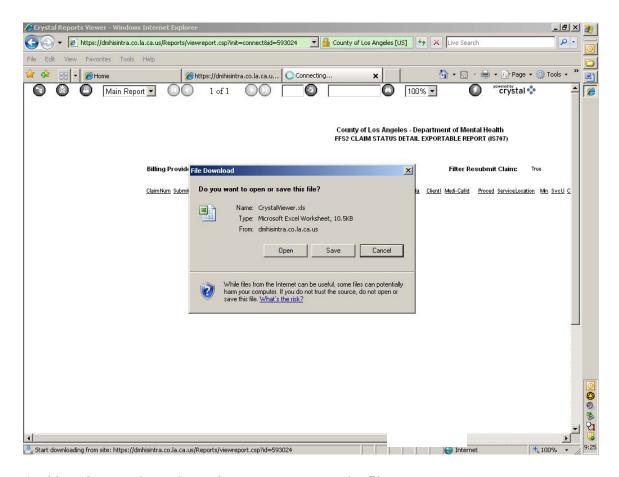


This is how the page is defaulted.



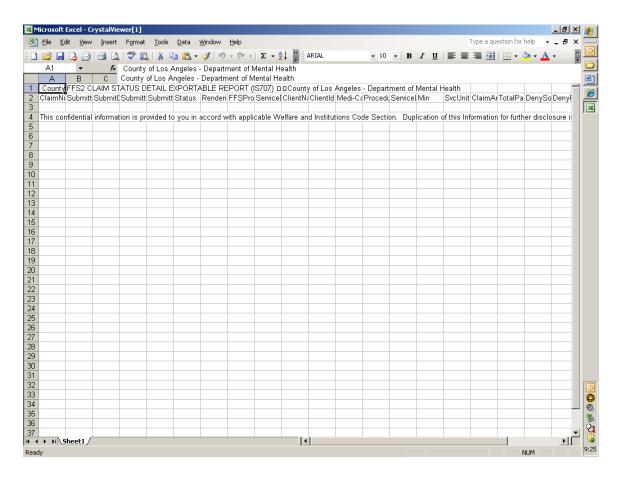
In the pull down menu under "Please select an Export format from the list," select MS Excel 97-2000 (Data only).

Also select "All" then "Export."



At this point, you have the option to open or save the file.

To view the file in spreadsheet format, click Open.



This is what the report looks like in Microsoft Excel. You can now manipulate the information to look however you choose.

# **Internet Reports**

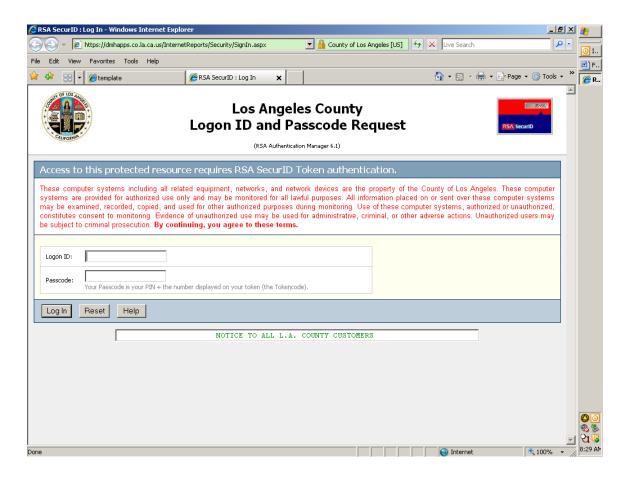


The last types of reports are the Internet Reports.

They are not located in the Integrated System (IS) but on the Outpatient FFS website. The page above is the Outpatient FFS website.



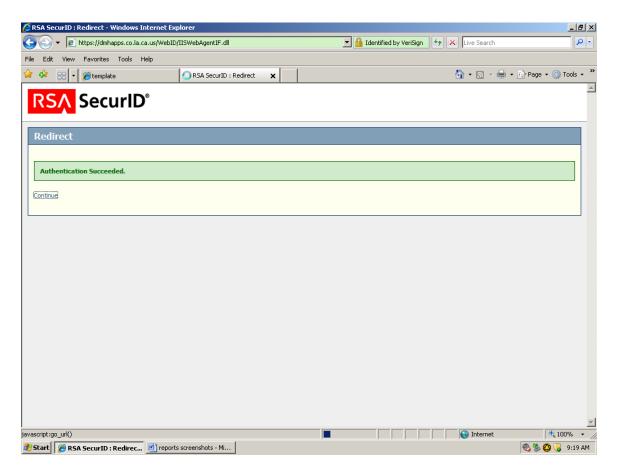
To access the Internet Reports, click on the Internet Reports link.



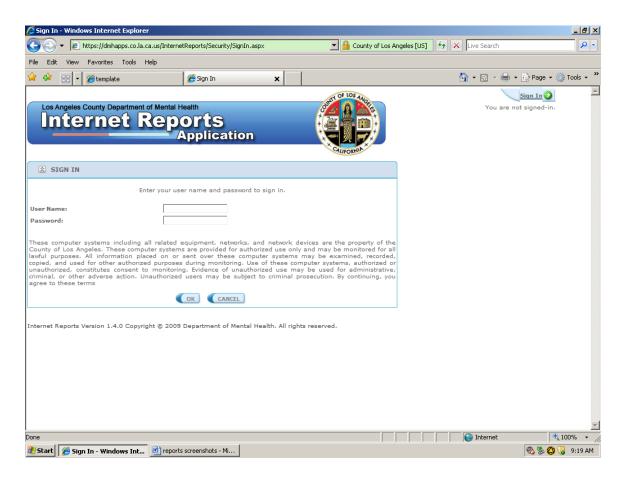
After you have click on the Internet Reports link, you will be sent to this page.

Here you will log in as if you were logging into the Integrated System (IS). However, there will be another log on. You will need to contact the HelpDesk at (213) 351-1335 for the log on information.

Once you have correctly entered the information on this page, the following screen will appear.

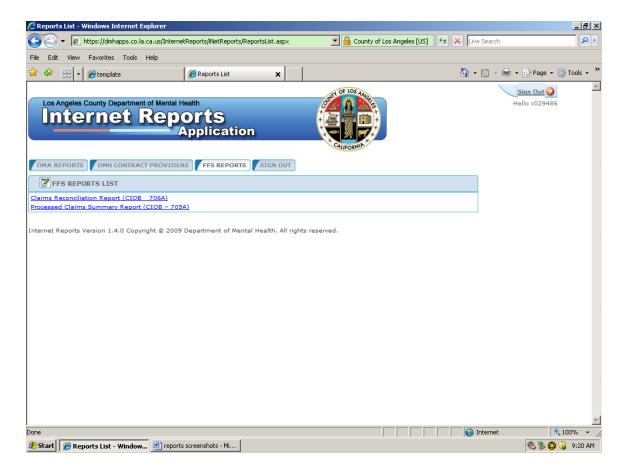


Click on "Continue" to get to the next log-in screen.



This is where you will enter the second set of log-in information you received from the HelpDesk.

After you have logged in, this page will display the two Internet Reports that are available: 705A and 706A

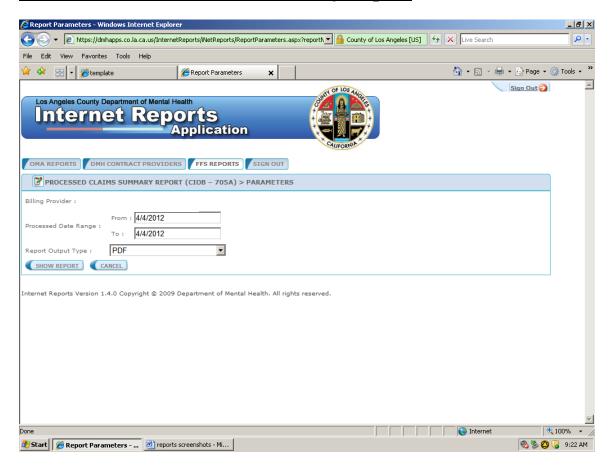


On this page you will be able to select which report you want to run.

The 705A (Processed Claims Summary Report) is a list of the checks the provider has received. The checks are listed by date processed and sequence number. Without a sequence number, you cannot run a 706A report

The 706A (Claims Reconciliation Report) is detailed claim line data. This report details all claims paid and claims denied by the State per sequence number. More information on the State denied claims can be found on the IS702 report.

## 705A - Processed Claims Summary Report



This is the report parameter page for the 705A report.

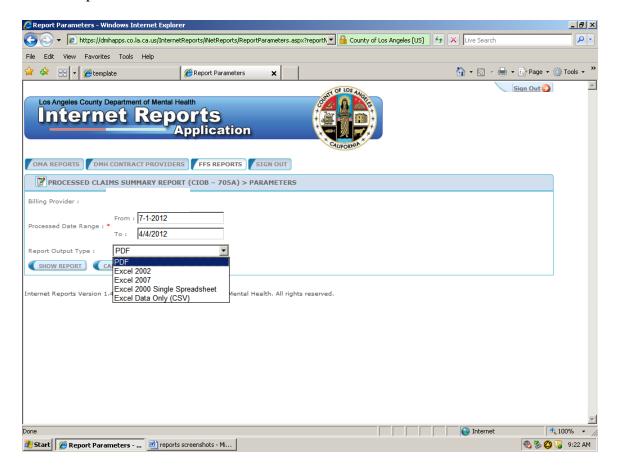
Select the billing provider.

Select the time span for the checks/sequence numbers you are looking for.

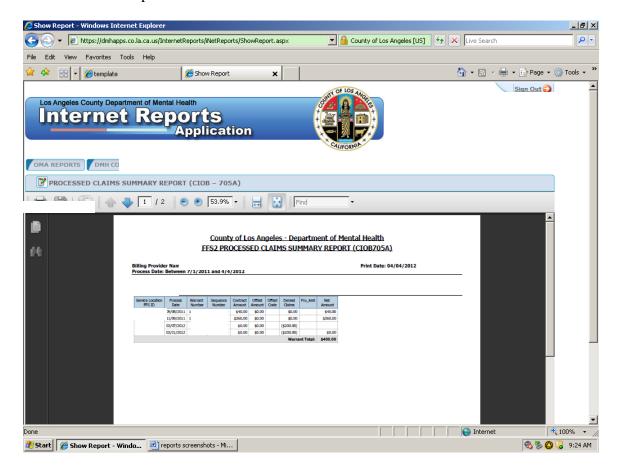
Process Data Range acts like a service or submit date range. From is the starting date and To is the ending date.

For example, you are looking for checks received between March and June 2011. From is March 1, 2011 and To is June 30, 2011.

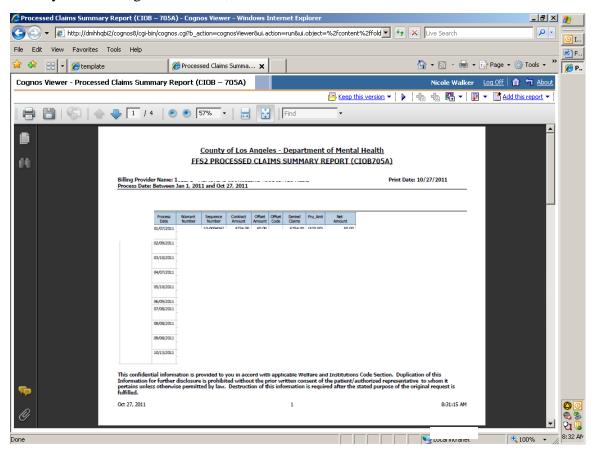
You can select which format you choose to view the report in, but the most common way to view reports is via PDF.



This is what the report looks like in PDF format.



Here is the list of checks that have been received by the provider during the time span of January 2011 through October 27, 2011.



**Service Location**: The provider

**Process Date**: The date the check was sent out to providers **Warrant Number**: The identification number on the check

**Sequence Number**: Identifying number used to run the 706A report

**Contract Amount**: The total amount based on appropriate claim submission

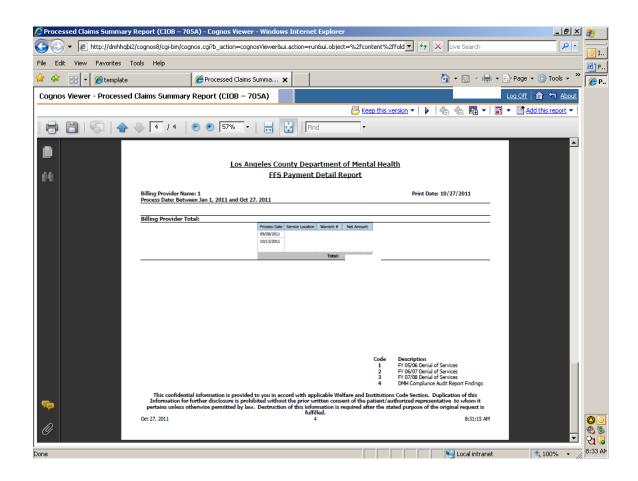
Offset Amount – the amount based on the codes and descriptions on the bottom of the

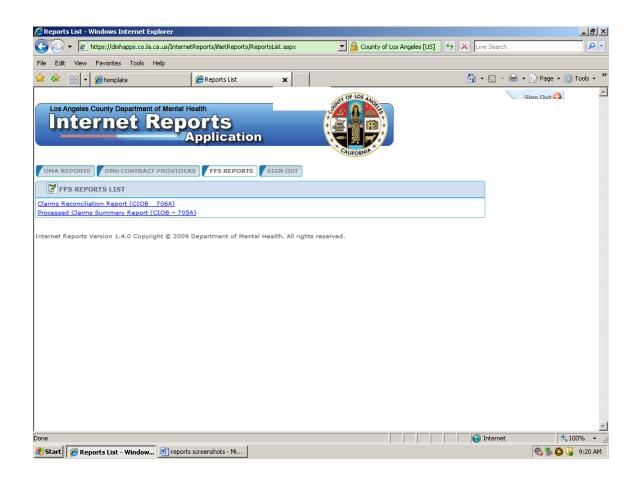
report

Offset Code – codes are listed at the bottom of the report **Denied Claims**: amount for claims denied by the State

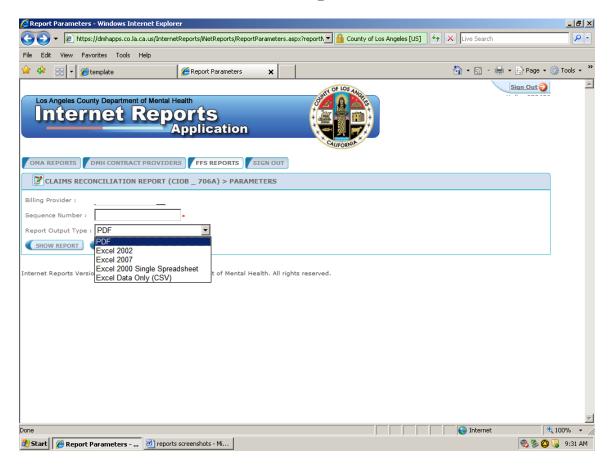
Pru\_Amt: An amount deducted from the check based on State denials and

**Net Amount**: The total amount paid on the check





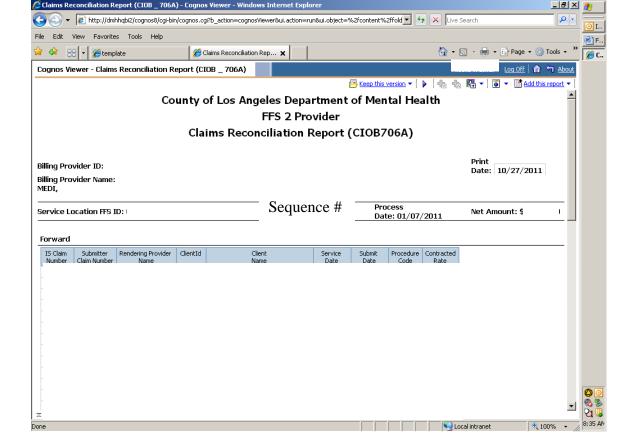
# 706A - Claims Reconciliation Report

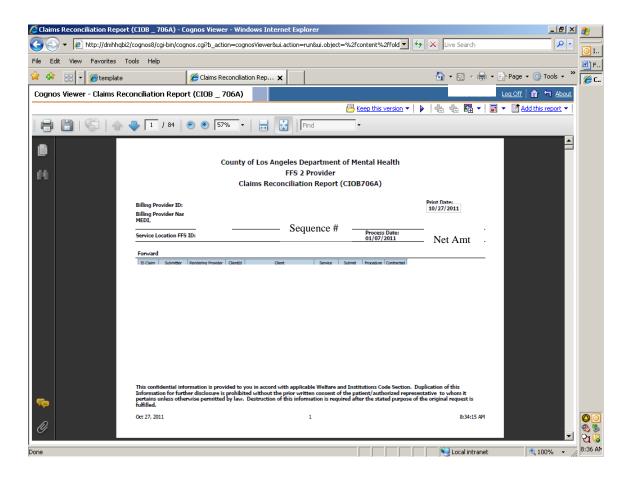


On this page, select the provider whose information you are researching and enter the sequence number gathered from the 705A report.

You can also choose what format to view the report in. For this manual, PDF format will be used.

This report will provide the claim line detail for the claims that were either paid or denied by the State by the sequence number entered. State denials are denoted as "MC Denied" and can be found on the IS702 report.

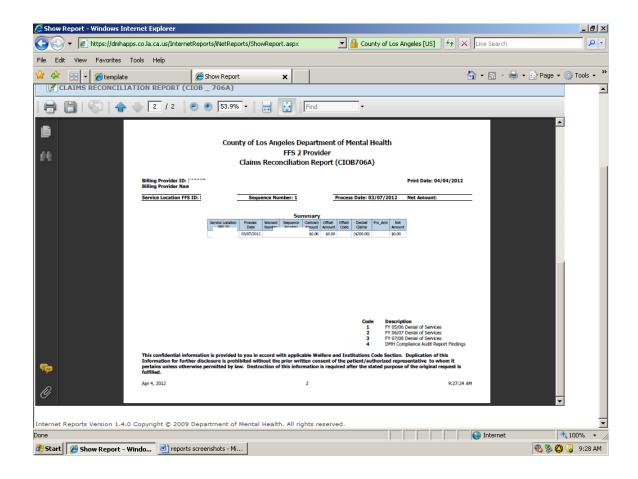




This is a listing of the claims that were paid on this particular sequence number. 67

MC Denied is the area that will denote which claims have been denied by the State.

You will then go to the IS702 report to determine why these claims were denied.



This page is a summary of the claims that were denied and paid on this sequence number.

**Offset Amount** – the amount based on the codes and descriptions on the bottom of the report

Offset Code – codes are listed at the bottom of the report

**Denied Claims** – amount for claims that were denied by the State

**Pru\_Amt** – amounts that are denied for some other reason than County or State denials; providers usually receive a letter denoting such

**Net Amount** – total amount paid on the sequence number